NAVAJO COUNTY

JOB DESCRIPTION

TITLE:	GIS Analyst	**FLSA:**	NE
SERVICE:	Classified	**REVISED:**	9/26/05

Summary: Under general supervision, performs technical work of moderate difficulty in Geographic Information Systems (GIS) applications utilization; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Operates a geo-based computer system.
- Formulates macros in support of systems, cartographic data and digital format.
- Prepares documentation; digitizes maps and produces actual paper maps.
- Creates and gathers geographic data for archival purposes, engineering and public works purposes.
- Prepares and codes documentation of GIS data through the use of aerial photos and gathering data through a GPS receiver.
- Obtains parcel, precinct and road maps; reviews and analyzes current cartographic data; produces updated maps.
- Maintains and updates geographic mapping information for Navajo County in a GIS database.
- Imparts information to users regarding operating systems, programming aids, utility programs and other computer software.
- Assists users in determining specific geographic information system requirements and provides advice as to how to correct problems with operating systems and mapping design.
- Assists with updating website map data in conjunction with other departmental personnel.
- Reads and reviews software manuals and technical manuals for current information regarding GIS.

Knowledge and Skills:

- Knowledge of geo-based computer systems.
- Knowledge of the principles of database design and maintenance principles.
- Knowledge of operating principles of electronic GIS and GPS equipment and data processing equipment.
- Knowledge of principles and capabilities of micro and mini computer systems.

- Skill in ArcGIS software, CAD experience is a plus.
- Skill in working with users to determine system requirements and correct problems
- Skill in coding and preparing documentation.
- Skill in the applications of operating systems, programming aides, utility programs, and other computer software.
- Skill in preparing and conducting user training.
- Skill in digitizing maps for various uses throughout the County.
- Skill in planning, managing and controlling projects.
- Skill in effectively communicating verbally and in writing.
- Skill to establish and maintain effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

Associate Degree in geography, computer science, management information systems or closely related field; AND one year of GIS/CAD or related experience OR equivalent combination of education, professional training and experience.